

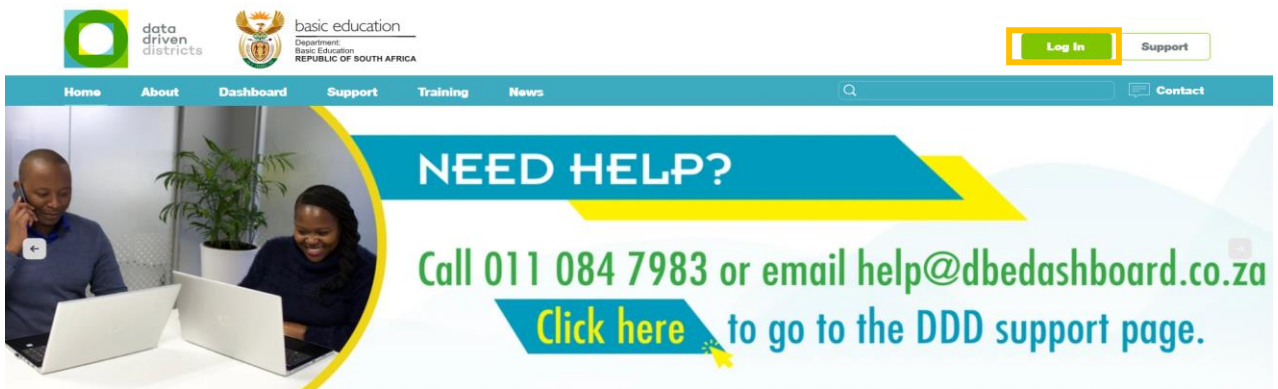
How to login to the dashboard for the first time (1/3)



1 Open your preferred internet browser (either Google Chrome or Microsoft Edge) and type www.dbedashboard.co.za then press enter.



2 On the DDD website, click the **log in button** to be directed to the dashboard login page.



3 Enter your dashboard username (name.surname@dbedashboard.co.za) and click “Next”.

***Do not enter an email address in here, enter your dashboard username e.g. Andile.Nkosi@dbedashboard.co.za**

4 Enter your dashboard password (provided in the welcome email) and select “Sign in”.

5 As this is the first time you are logging in to the dashboard, you will be asked to **create a new password**. Enter the current password (which you were given with your username) and then add a new password of your choice. Once you have confirmed your new password, click “Sign in”.

- *When creating a new password:
- You cannot use your name or surname as part of your password
 - Your password must have a minimum of 8 characters
 - It must contain 3 of the 4 following:
 - Lowercase letter
 - Uppercase letter
 - Number
 - Symbol
 - When resetting your password, never select “Skip setup” –this will result in future access restrictions



How to login to the dashboard for the first time (2/3)



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When the “More information required” screen appears, click “Next”.

*Do not select “Use a different account” and do not select “Learn more”.

data driven districts
yourname.yoursurname@dbedashboard.co.za

More information required

Your organisation needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

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You will then see this screen, which requests your cell phone number in order to receive a call or text message to ensure your account is secure.

Use the drop-down menu and type “S” and select the South African dialing code. Then enter your cell number but exclude the first “0”. Then press “Next”.

Note: Do not select “Skip setup”, you will not get access to the dashboard.

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

South Africa (+27) Enter phone number

Text me a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#) [Skip setup](#)

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Once you have received the code via text, **enter the 6-digit code and click “Next”**.

< [Profile Icon]
+27 87085101202132

Text Message
Thu, 25 Aug, 13:59

Use verification code 039936 for Microsoft authentication.

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Phone

We just sent a 6 digit code to +27 760850090. Enter the code below.

Enter code

[Resend code](#)

[Back](#) **Next**

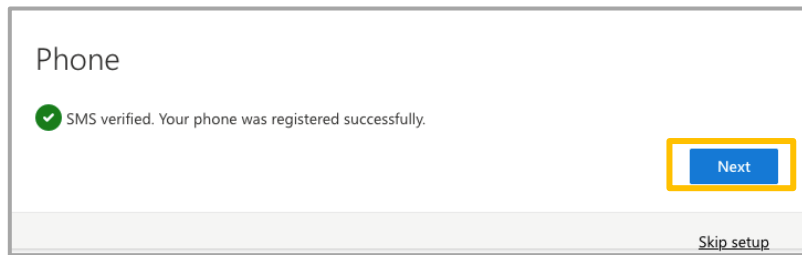
[I want to set up a different method](#) [Skip setup](#)

How to login to the dashboard for the first time (3/3)



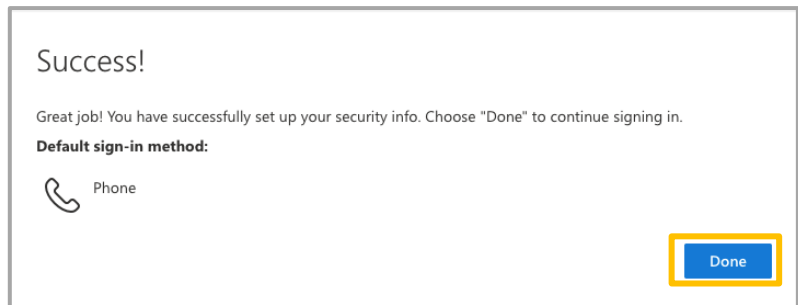
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The next screen will indicate that your phone number was registered successfully. **Select "Next"**.



10

The final set up screen will confirm your cell phone number. **Click "Done"**.



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You will be asked if you want to stay signed in. **Select "Yes"**.



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Once you have completed the set up, you will be redirected to the dashboard landing page. **You can now start exploring the dashboard.**

